

STATE OF HAWAII
 NOTICE OF AND REQUEST FOR
RESTRICTIVE PURCHASE OF SERVICE
 PURSUANT TO §103F-403, HRS

10 NOV 29 A8:35

STATE PROCUREMENT OFFICE
 STATE OF HAWAII

To: Chief Procurement Officer

From: Department of Human Services/Benefit, Employment, & Support Services
 Division

Department/Division/Branch or Office

Pursuant to §103F-403, HRS, and Chapter 3-144, HAR, the department head has made a determination that an adequate basis for a restrictive purchase of services exists and requests approval to make a restrictive purchase for the following:

1.	Title and description of health and human service(s):	Contract Number DHS-06-BESSD-3060 Infant and Toddler Program for Teen Parents at Waianae High School is a full day child care services in a licensed child care facility for infants and toddlers (from the age of 6 weeks to 3 years) of teen parents attending Waianae High School to enable the teen parents to continue their high school education so they can be promoted and/or graduate from Waianae High School. The child care is operated by Honolulu Community Action Program, Inc. (HCAP) and currently located off-campus at 85-296 ala Hema Street, Room 2, Waianae, Hawaii 96792. The total capacity of the child care program for the school year is 8 children of teen parents enrolled in and attending Waianae High School located at 85-251 Farrington Highway, Hawaii 96792.	
2.	Provider Name and Address:	Honolulu Community Action Program, Inc. 33 South King Street, Suite 300 Honolulu, Hawaii 96813	
3.	Total Contract Funds:	\$179,682	
	Contract Funds per Year (if applicable):	\$119,788	
4.	RH No. of Previous Request for this Service (if applicable)		
5.	Term of Contract:	Start: 1/1/2011	End: 6/30/2012
	If the contract term is longer than 1 year, provide justification for the extended term: With the authority granted under HAR §3-149-301, the time of performance of Contract Number DHS-06-BESSD-3060, originally established to run up to and including June 30, 2010, was amended to extend the time of performance for an additional 6 months from July 1, 2010 through and including December 31, 2010 or until a new agreement can be executed for the procured services, whichever is earlier. An additional 6 month is requested so that the term of this restrictive contract can terminate at the end of fiscal year 2012 or June 30, 2012.		

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6. Describe the circumstances justifying a restrictive purchase:

In accordance with Act 69, SLH 2010, "103F Proposals and awards, No contract proposals shall be accepted from any applicant who lacks any license necessary to conduct the business being sought by the request for proposals." The Infant & Toddler Care (IT) for Teen Parents at Waianae High School is the only existing licensed IT program that is operated by HCAP, providing child care specifically to teen parents attending Waianae High school and can provide the service that we are requesting.

7. Describe the efforts and results in determining that this is the sole provider who can render services. Include approximate dates:

HCAP is the only provider that can render services as the teens receiving child care are integrated with the Department of Education's Graduation Reality and Dual Role Skills (GRADS) program. Waianae High School currently does not have a GRADS program, however, is required to maintain an alternate on-campus program that provides educational and parenting support services for pregnant and parenting teens:

- 1) To allow students opportunities to remain in school and be promoted from year to year and/or meet graduation requirements;
- 2) To learn life skills and child development skills as appropriate parents to ensure a healthy and safe environment for their child;
- 3) To utilize slots over time.

There is only one other licensed IT program that operates in the vicinity of Waianae High School but does not have this required on-campus program component and does not specifically serve only Waianae High School students.

8. List state agency personnel, by position title, who will be involved in the approval process and administration of the contract:

Lillian B. Koller, Director of Human Services
Ed Igarashi, Fiscal Management Office Administrator
Pankaj Bhanot, BESSD Administrator

9. Direct questions to (name & position): Kathy Ochikubo, Program Specialist

Phone number: 586-7058

e-mail address: kochikubo@dhs.hawaii.gov

I certify that the information provided above is to the best of my knowledge true and correct.

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Department Head Signature

11/23/10
Date

Lillian B. Koller
Typed Name



NOTICE

Pursuant to §103F-403, Hawaii Revised Statutes and Chapter 3-144, Hawaii Administrative Rules, the aforementioned purchasing agency has submitted a request to the chief procurement officer for a restrictive purchase of service for health and human services, and if approved, intends to purchase the service without issuing a request for proposals.

Any person may file a written protest under the procedures established under Chapter 3-148, Hawaii Administrative Rules, located on the web at www.spo.hawaii.gov, click *Statutes and Rules* and *Procurement of Health and Human Services*. Protests shall be hand delivered or postmarked by United States Postal Service within seven (7) days after the date this notice is first published on the internet. If hand delivered it must be submitted by 4:30 PM, Hawaii Standard Time, within seven days after day this notice is first published. Protests must be submitted to the following procurement officer **and** head of the purchasing agency:

Procurement Officer for this Procurement
Ed Igarashi
1390 Miller Street, Room 205
Honolulu, HI 96813

Head of Purchasing Agency
Lillian B. Koller
1390 Miller Street, Room 209
Honolulu, HI 96813

Protest forms and instructions are on the web at: www.spo.hawaii.gov, click *Health and Human Services, Chapter 103F...* and *Forms for Private Providers*. Questions should be directed to the contact person noted in item 9 of the request.

Published: NOV 29 2010

FOR CHIEF PROCUREMENT OFFICER USE ONLY

Chief Procurement Officer's Comments:

Ms. Kathleen Ochikubo, Mr. Ed Igarashi and Mr. Pankaj Bhanot are identified as participants in this procurement. Ms. Ochikubo has written delegated procurement authority, but acknowledges that she has not attended the appropriate mandatory procurement training. In conversation with Mr. Igarashi, he is the fiscal staff and does not participate in the procurement of this service and Mr. Bhanot is no longer within the office of BESSD as he is now the Deputy Director for the department. Please be advised that Ms. Ochikubo shall not participate in any procurement activities until she has both written delegated procurement authority and has completed the appropriate mandatory procurement training requirements for the applicable procurement method, pursuant to Procurement Delegation No. 2010-01 and Procurement Circular No. 2010-05. This award is required to be posted on the Awards Reporting System.

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APPROVED DISAPPROVED NO ACTION


Chief Procurement Officer Signature

12/29/2000
Date

Please ensure adherence to applicable administrative requirements.

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Pursuant to §103F-403, Hawaii Revised Statutes and Chapter 3-144, Hawaii Administrative Rules, the Department of Human Services, Benefit, Employment, & Support Services Division, has submitted a request to the chief procurement officer for a restrictive purchase of service for health and human services, and if approved, intends to purchase the service without issuing a request for proposals. (To see the request, go back to the [State and County Procurement Notices](#) page and click on "More Info.")

Any person may file a written protest under the procedures established under Chapter 3-148, Hawaii Administrative Rules, located on the web at <http://hawaii.gov/spo>, click "Statutes and Rules," then "Chapter 103F, Procurement of Health and Human Services." Protests shall be hand delivered or postmarked by United States Postal Service within seven days after the date this notice is first published on the Internet. If hand delivered, it must be submitted by 4:30 p.m., Hawaii Standard Time, within seven days from the date this notice is first published. Protests must be submitted to the procurement officer and head of the purchasing agency as specified in the request. Protest forms and instructions are on the web at <http://hawaii.gov/spo>, click on "Health and Human Services, Chapter 103F..." then "Forms and Instructions for Private Providers/Applicants." Questions should be directed to the contact person noted in item 9 of the request.